

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>GUATEMALA</b>	2. Agency <b>DOD - MILITARY GROUP</b>	3a. Position Number <b>312201A99101</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

## 4. Reason for Submission

☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_☐ b. New Position Logistic/Budget Assistant Clerk☐ c. Other (explain) \_\_\_\_\_

## 5. Classification Action

## Position Title and Series Code

## Grade

## Initials

Date  
(mm-dd-yyyy)a. Post Classification Authority  
Florida Regional Center

Logistics &amp; Budget Clerk - 405

FSN - 6

b. Other

c. Proposed by Initiating Office

6. Post Title Position (If different from official title)  
Logistic/Budget Assistant Clerk

7. Name of Employee

8. Office / Section

MILITARY GROUP

a. First Subdivision

DEPARTMENT OF DEFENSE

b. Second Subdivision

MILITARY GROUP

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position

10. This is a complete and accurate description of the duties and responsibilities of this position

Claudia Liquidano, Logistic/Budget Assistant

Printed Name of Employee

Printed Name of Supervisor

Signature of employee

Date (mm-dd-yyyy)

Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

## 13. Basic Function of Position

Under the Direct Supervision of the Logistic and Budget Assistant the position provides clerical assistance the financial planning, coordination and management of current and future operational matters. Serves as the USMILGP Budget clerk with responsibility for the maintenance and execution of the USMILGP O&M Budget, Security Assistance Budget, and ICASS Budget. Manages accounts of all exercises, Humanitarian Assistance Program (HAP), DOD Reward Program, Panamax, and DCCEP funds. Responsible for ensuring all financial aspects of supporting activities, including counterdrug operations and Humanitarian and Civic Assistance exercises, with an operating budget in excess of \$22 million..

#### 14. Major Duties and Responsibilities

Ensures that financial obligations are executed and are accurately entered into the accounting systems; also responsible of having all supporting financial documents readily available within a timely manner.

45 % of Time

Assist to maintain the Defense Travel System (DTS), to include updates to travelers' profiles, adding, detaching and receiving users, and to assist travelers in a case-by-case basis when creating travel authorizations and vouchers.

20 % of Time

Responsible of managing MILGP's monthly Petty Cash fund of approx. \$1900. Assist with Government Purchase Credit Card Program, ensuring availability of funds and monitoring executed expenses within the different programs.

20 % of Time

Assist in the processing of invitational travel orders, to include obtaining funding, creating obligating documents, tracking and reconciling cash advances and close outs for host nation travelers in TDY status sponsored by Department of Defense.

10 % of Time

Other duties as assigned

5 % of Time

#### 15. Qualifications Required For Effective Performance

- a. Education - Completion of at least two years of full-time post-secondary studies at a college or university.
- b. Prior Work Experience – 3 years accounting and clerical experience.
- c. Post Entry Training - Web-based training: Information Assurance Training, USA contracting support brigade 3KPPC, DOD government purchase card (CLG001 section 891), Acquisition Ethics (CLM003 section 888), US bank Corporate Payment System, SAARMS, SAARMS software, SAM-O, fiscal law, GFEBS.
- d. Language Proficiency: Level III speaking/writing English is required. Candidates will take proficiency tests. English native speakers will take Spanish Test (IGA). Spanish native speakers will take English test (TELP).
- e. Job Knowledge - Must be capable to analyze, create and input logistic and budget data in accordance with various US government regulations to include: DOD financial management regulations, FMR DFAS Federal, Accounting Regulations (FAR), DOD regulation 7060.06, 6 FAH-5, Army regulations 1-75, 600-8-105, 715-XX & 37-47, Financial Administration of SAO Operational Funds, Fiscal Law Purpose Statue 31 U.S.C.DTS Travel regulations, DOD recording and accounting for DOD contract Financing payments, DOS FMO policies and procedures, SC regulation 690-4.
- f. Skills and Abilities - A solid knowledge of computer skills in 2010 Microsoft Excel, Word, Outlook, Internet, and data entry.
- g. Other: Must obtain a passport for official travel to CONUS for DOD training/briefings.

#### 16. Position element

- a. Supervision Received – Under the direct supervision of the Logistic & Budget Assistant
- b. Supervision Exercised - None
- c. Available Guidelines - USSC Financial Management Regulations 37-4, DFAS-IN Reg 37-1, DSCA Budget Policy Handbook, CH1, Fiscal Law Purpose Statue-31 U.S.C. § 1301, DoDFMR7000.14-R VOL9,CH3, DoD FMR Vol5, CH2, DoS Reg 4 FAH-3 H-394.1-1, Defense Travel System (DTS), FAR 7.000.
- d. Exercise of Judgment - None
- e. Authority to make Commitments - None
- f. Nature, Level, and Purpose of Contacts -None
- g. Time expected to Reach Full Performance Level – 1 year.